WDTIP Steering Committee Meeting Notes

Day and Time: June 4, 2003 at 2:00 – 4:00 p.m.
Location: CDSS Training Center, 815 S Street, Sacramento

Attendees:

CDSS: Debbie McFadden, Yvonne Lee, Charr Lee Metsker, Maria Hernandez, Karen Kennedy, Lori Christensen, Charissa Miguelino, Alison Welbourn
HHSDC: Richard Keene, Gloria Takagishi
CWDA: Meg Sheldon
WCDS: Lori Lady, Dora Fernandez, Debbie Simmons (WCDS and EDS)
CAT: Joni Lara-Jimenez, Candy Savin, Carol Spooner
ISAWS: Mary Fitzgerald
CalWIN: Ho Le-ba
C-IV: Cindy Silva
Merced: Jaime Garcia
San Bernardino: Debbie Ming
Kern: Cindy Utez
Riverside: Pete Maffia
Ventura: Jose Rodriguez

1. **Welcome & Introduction (Debbie McFadden, CDSS, and Meg Sheldon, CWDA**)

2. **WDTIP Change Management Process (Debbie McFadden, CDSS)**

? The Change Management Process is a formal process that has been set up since the beginning of the project to review, evaluate and approve or disapprove change requests. Change requests come in from a variety of sources. This process is commonly set up for technology projects.
? The Change Control Board is composed of CDSS, HHSDC and previously the vendors who were involved in developing the system.

3. **Committee Roles & Responsibilities (Debbie McFadden, CDSS, and Meg Sheldon, CWDA)**

? Review of Roles and Responsibilities hand out. (Attachment 1)
? Meg Sheldon, CWDA representative, mentioned that it is important to hear from the counties and consortia about the impact of WDTIP changes will have on their systems. It will help WDTIP come up with the best solution for all systems.
? Additionally, Meg Sheldon stated that these meetings are not to discuss policy issues. If there are policy issues, then CAT representatives are supposed to take them back to CAT to discuss. If CAT representatives are alerted to a system issue, then they can bring it forward to this group.

? Meg Sheldon stressed the importance of keeping the group small and have only five representatives from CAT.

4. WDTIP Status Report (Gloria Takagishi, HHSDC)

Gloria reviewed the activities that WDTIP staff is working on. The tasks include:

? Monitoring the nightly processing of files that come from counties/consortia.
? Providing WDTIP Help Desk services to counties/consortia.
? Upgrading the operating system.
? Analyzing CalWIN test files.
? Reviewing CalWIN data from Placer and Sacramento.
? Working with C-IV system development team to test data. The first County to convert to C-IV is Stanislaus, and they are planning to convert to WDTIP at the same time. The projected conversion date is December 2003.
? Preparing for Los Angeles County conversion.
? Assisting Merced and Ventura Counties with the re-conversion process to clean up and correct data.
? Working on the system changes for repayment of overpayments. The system changes included designing, development, coding, and testing. CDSS will be performing users acceptance testing at the end of the week. The week of June 23, 2003, the system changes will be implemented in WDTIP, and the updated documentation will be on the website.

Gloria gave counties website information: http://www.wdtip.cahwnet.gov. Gloria stated that all the WDTIP staff emails are on the website. She also gave out the help desk telephone number 1-877-365-7378. This is a second-level help desk that is used after the counties call their own consortia/county help desk.

5. Status of Counties' System Changes (Lori Christensen, CDSS, and County/Consortia IT Representatives)

Please see Attachment 2. This document shows the changes noted at the meeting.

6. Outstanding WDTIP System Incidents (Yvonne Lee, CDSS)

Yvonne Lee, CDSS, stated that the following is a list of priority one incidents that we are planning to work on after the repayment changes have been made:

? CDSS budgeting data needs for Time on Aid information,
? WTW warning for duplicate sanctions,

> ? Time clock calculation for supportive services (there are three separate issues that will be worked on at the same time relating to support services),
>
> ? Continue running reports for counties to assist them in clean up of their data.
>
> ? Implementation of extenders codes, tribal TANF participation codes and diversion case clock changes.

Yvonne also stated that there are 34 incidents ranked at priority 2 and one incident that is ranked at priority 3.

Counties expressed an interest in receiving the priority list. Counties also expressed an interest in obtaining access to the files created from CDSS so that they could run their own reports. HHSDC stated that they would need to do some analysis to determine the level of effort to produce a report file for counties.

A discussion about Homeless Assistance payments arose when an ISAWS county asked why in some circumstances the WDTIP system shows an overlap when the county inputs program participation for a homeless assistance payment. It was clarified that when a county provides more than one program participation record for the same period of time, the WDTIP system identifies it as an overlap and sends an exception to the county. However, the WDTIP system is programmed to count only one month when an overlap occurs, so WDTIP is accurate. The WDTIP system has been programmed to accept overlapping transactions and to send exceptions so counties will review these exceptions to ensure the transactions are appropriate. If a transaction was sent in error, the county can then make a corrections. ISAWS counties are reminded to first notify the ISAWS Help Desk when a system issue is identified as the issue may require a programming change to ISAWS.

Lori Lady, WCDS, asked for clarification on an item in the WDTIP Bulletin. A follow-up action item was noted to get back to the county about language in bulletin.

County asked if it is possible to create a two-way interface between WDTIP and counties. Debbie McFadden, CDSS, stated that there needs to be a business case made for a two-way interface and then we could ask control agencies for funding. However, it is a difficult time to ask for additional money, and it probably will not happen until the state finances are improved.

7. **Future Meeting Schedule –** August 7, 2003 @ 2 to 4 location to be determined. Conference calling will be available. Information about conference call will be released before the next meeting.

8. Adjournment

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Meeting Action Items

ITEM	TASK	ASSIGNED	DATE DUE	STATUS
1	Counties are interested in receiving access to the files created for CDSS from WDTIP to create their own ad hoc reports.	CDSS/HHSDC	None	Moved to enhancement list – Incident 915
2	HHSDC to check incidents list to see if San Bernardino support services questions are on it.	HHSDC	8/7/03	Complete
3	Provide change request list of enhancements to counties/consortia/CWDA by next meeting.	CDSS	8/7/03	Complete
4	A question was asked about the contents of WDTIP Bulletin 3686 #1. County wanted clarification on policy in bulletin. Follow up at the next meeting or sooner if possible.	HHSDC	8/7/03	Complete
5	CDSS to distribute meeting notes before next meeting.	CDSS	7/16/03	Complete
6	CDSS to distribute updated status list of county/consortia system level changes that relate to WDTIP changes.	CDSS	7/16/03	Complete